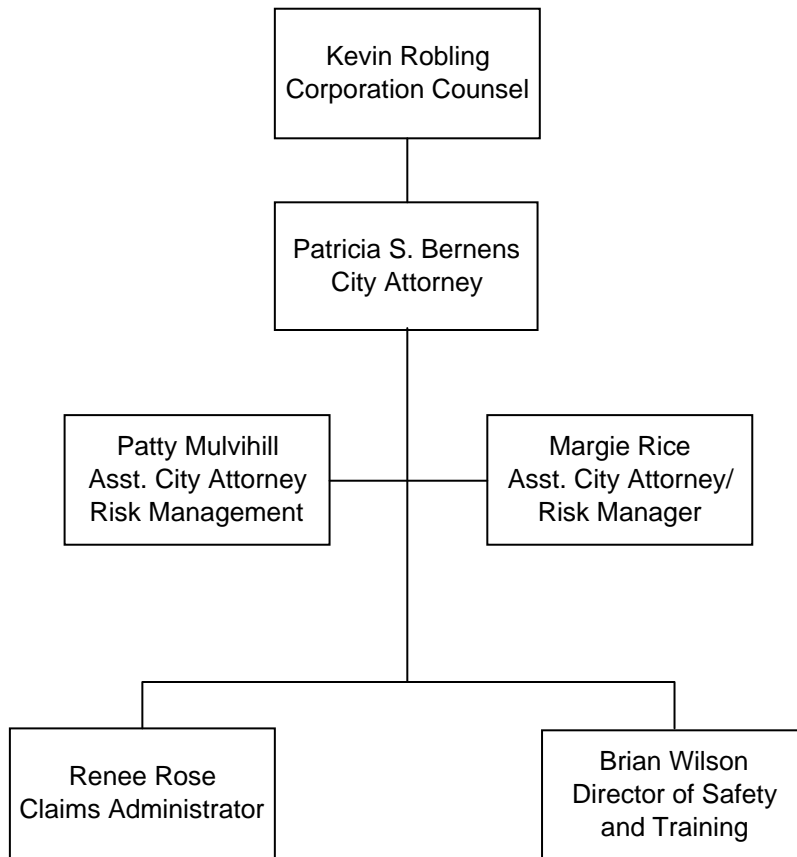


# RISK MANAGEMENT



## **Risk Management**

### **Program / Service**

#### **Worker's Compensation Program**

Program Description: Provides a schedule of benefits payable to an employee in the case of injury, disability, or death as a result of occupational hazards. In addition, the program is responsible for working closely with the Employee Services Department and the TPA in all areas related to Workers' Compensation. Risk also represents the City on any disputed Workers' Compensation hearings.

Staffing (FTE): 0.60

Fund Source(s): Other Funds

\$ 356,996

Accomplishment:      \* In lieu of purchasing Worker's Compensation Insurance on the open market, the City remains self-insured, resulting in a substantial savings in money to Bloomington taxpayers.  
                                 \* Risk entered into contract with SIHO, the City's insurance administrator, to serve as the City's third-party administrator. By entering into this agreement, the City receives expert case management as well as discounts on medical services and pharmaceuticals – savings that have not been received in the past - all resulting in savings to the City and more professional administration of services.  
                                 \* Risk provides guidance to ES and SIHO regarding the management of claims and monetary liability for PPI ratings.

Goals:                      \* Risk looks to continue working closely with ES and the City's third-party administrator to ensure that the City (and all City employees) receives professional, efficient and effective case management as well as the opportunity to receive discounts on medical services and pharmaceuticals.

#### **Tort Claims Program**

Program Description: Researching all claims filed against the City and making a recommendation for payment or denial prior to forwarding any claim to our insurance carrier. The Risk Attorney monitors the progress and outcome of all claims, including any settlement agreements. In addition, this program provides advice to other City departments that limit the City's potential liability.

Staffing (FTE): 1.30

Fund Source(s): Other Funds

\$ 123,492

Accomplishment:      \* In 2006, the City received dozens of tort claims notices and, in direct consultation with our liability insurance carrier, paid out less than \$30,000 in claims.

#### **Safety Management Program**

Program Description: Ensures that the City is in compliance with all OSHA and IOSHA policies and directives. Directives are implemented through a comprehensive safety manual which details safety training and procedural aspects for most of the labor-intensive positions with the City. Additionally, this program ensures that all City worksites are free of hazards that could result in the serious injury or death of an employee and that employees have access to the necessary equipment to perform their jobs safely.

Staffing (FTE): 1.70

Fund Source(s): Other Funds

\$ 161,489

## Safety Management Program (Continued)

- Accomplishment:
- \* In 2006, Risk Management taught or provided safety courses to over 2500 attendees in areas such as: confined space rescue; forklift operation; trench shoring; proper use of personal protective equipment (PPE), CPR, First-Aid and chemical disaster response.
  - \* Risk also conducted no-notice mock disaster drills to gauge employees' level of training and preparedness.
  - \* Risk made a concerted effort to train more people, more efficiently, and in a more timely manner. On-site inspections of work-sites were increased to ensure that OSHA and IOSHA guidelines were being met; that proper safety equipment was available and being used properly; that safety precautions were being taken when appropriate; and that citizen safety was observed.
  - \* Risk has requested and is in the process of consolidating all MSDS Sheets for all substances being used in the workplace.
  - \* Safety First!

## Insurance Program

Program Description: Responsible for acquisition and retention of all non-health insurance for the City of Bloomington. Ensures that the City is adequately covered for all occurrences. Works with Controller's Office to maintain an accurate capital asset list.

Staffing (FTE): 0.40

Fund Source(s): Other Funds

\$ 37,997

- Accomplishment:
- \* Successfully negotiated a settlement to the CUD Service Center (Admin. Building) claim allowing CUD to move forward with the bidding and, in 2007, the construction of new Administration Building on S. Henderson
  - \* Despite the high claim in late-2003, Risk continued to successfully secure better liability insurance coverage, with better service from the insurance agency, for less than projected costs.
  - \* By providing sound, secure tort liability coverage, Risk ensures that the City is not surprised by large, unfunded and uncovered claims.

**Total FTE and Departmental Costs 4.00**

**\$ 679,974**

## Risk Management's 2007 Budget vs. 2008 Budget

Budget Allocation	2007 Budget			2008 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services		248,895	248,895		262,305	262,305	13,410
200 - Supplies		39,026	39,026		40,848	40,848	1,822
300 - Other Services		377,021	377,021		376,821	376,821	(200)
400 - Capital Outlays		0	0		0	0	0
<b>Total</b>	<b>0</b>	<b>664,942</b>	<b>664,942</b>	<b>0</b>	<b>679,974</b>	<b>679,974</b>	<b>15,032</b>

Employees	2007 Budget	2008 Budget	# Change
Regular	4.00	4.00	0.00
Temporary			0.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

Other Fund Source(s):

2007 - Risk Management

2008 - Risk Management

Department: Risk Management		2006	2006	2007	2008	\$	%
Fund: Risk Management (800-10-00000-5		Budget *	Actual	Budget **	Request	Change	Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.							
1 PERSONAL SERVICES			FTE:	4.000	4.000		
11 Salaries & Wages							
1110 Salaries & Wages - Regular		167,210	170,127	189,204	199,997	10,793	5.70%
1120 Salaries & Wages - Temporary							
1130 Salaries & Wages - Overtime							
12 Employee Benefits							
1210 FICA		14,016	12,291	14,474	15,300	826	5.71%
1220 PERF		16,947	15,697	19,393	21,000	1,607	8.29%
1230 Health Insurance		22,900	22,900	25,192	25,444	252	1.00%
1240 Unemployment Compensation							
1250 New Officer Medicare							
1260 Clothing Allowance							
1270 Police PERF							
1280 Fire PERF							
13 Other Personal Services							
1310 Other Personal Services		612	612	632	564	-68	(10.76%)
TOTAL - CATEGORY 1:		221,685	221,626	248,895	262,305	13,410	5.39%
2 SUPPLIES							
21 Office Supplies							
2110 Office Supplies		900	972	1,078	1,078		
22 Operating Supplies							
2210 Institutional & Medical			72				
2220 Agricultural Supplies							
2230 Garage & Motor Supplies							
2240 Fuel & Oil		900	891	2,178	4,000	1,822	83.65%
23 Repair & Maintenance Supplies							
2310 Building Materials & Supplies							
2320 Motor Vehicle Repair							
2330 Street, Alley & Sewer Materials							
2340 Other Repairs & Maintenance							
24 Other Supplies							
2410 Books		500	1,061	490	490		
2420 Other Supplies		2,000	1,369	1,960	1,960		
2430 Uniforms and Tools		34,000	33,877	33,320	33,320		
TOTAL - CATEGORY 2:		38,300	38,240	39,026	40,848	1,822	4.67%
3 OTHER SERVICES & CHARGES							
31 Professional Services							
3110 Engineering & Architectural							
3120 Special Legal Services			1,903				
3130 Medical							
3140 Exterminator Services							
3150 Communications Contract							
3160 Instruction			1,165	495	495		
3170 Mgt. Fees, Consultants & Workshops							
32 Communication & Transportation							
3210 Telephone		1,200	2,293	198	198		
3220 Postage		150	43	1,485	1,485		
3230 Travel			78				
3240 Freight/Other							
3250 Pagers							
33 Printing & Advertising							
3310 Printing		750	165	743	743		
3320 Advertising							

Department: Risk Management		2006	2006	2007	2008	\$	%
Fund: Risk Management (800-10-00000-5		Budget *	Actual	Budget **	Request	Change	Change
34	Insurance						
	3410 Liability & Casualty Premiums	50,000	8,685	50,000	50,000		
	3420 Worker's Comp. & Risk Admin.	410,000	370,715	300,000	300,000		
35	Utility Services						
	3510 Electrical Services						
	3520 Street Lights/Traffic Signals						
	3530 Water & Sewer						
	3540 Natural Gas						
36	Repairs & Maintenance						
	3610 Building						
	3620 Motor	900	900	1,100	900	-200	(18.18%)
	3630 Machinery & Equip. Repairs & Maint.						
	3640 Hardware & Software Maintenance	13,232	13,232	13,100	13,100		
	3650 Other Repairs & Maintenance						
37	Rentals						
	3710 Land						
	3720 Building						
	3730 Machinery & Equipment						
	3740 Hydrant Rental						
	3750 Other						
38	Debt Service						
	3810 Principal						
	3820 Interest						
	3830 Bank Charges						
	3840 Lease Payments						
39	Other Services & Charges						
	3910 Dues & Subscriptions	3,000	310	3,960	3,960		
	3920 Laundry & Other Sanitation Serv.						
	3940 Temporary Contractual Employment						
	3950 Landfill Fees						
	3960 Grants						
	3970 Mayor's Promotion of Business						
	3980 Community Access TV/Radio						
	3990 Other Services and Charges	9,400	2,706	5,940	5,940		
	3991 3991 Crime Control						
<b>TOTAL - CATEGORY 3:</b>		488,632	402,194	377,021	376,821	-200	(0.05%)
<b>4 CAPITAL OUTLAYS</b>							
41	Land						
	4110 Land Purchase						
42	Buildings						
	4210 Building Purchase						
43	Improvements Other Than Building						
	4310 Improvements Other Than Bldg.						
44	Machinery & Equipment						
	4410 Lease-purchase						
	4420 Purchase of Equipment						
	4430 Furniture & Fixtures						
	4440 Motor Equipment						
	4450 Equipment - ITS Capital Replacem	250	237				
45	Other Capital Outlays						
	4510 Other Capital Outlays						
<b>TOTAL - CATEGORY 4:</b>		250	237				
<b>TOTAL - ALL CATEGORIES:</b>		748,867	662,298	664,942	679,974	15,032	2.26%